

***Lafayette County Human Services  
Board Meeting Minutes  
May 16, 2012***

*Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.*

**Board members present:** Sherry Crist, David Hammer, Leon Wolfe, Connie Hull, Janet West (Brandee Blaine is excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**Others present:** Duane M. Jorgenson, Corporation Counsel

**I. CALL TO ORDER**

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Motion by Connie Hull, second by Leon Wolfe to approve the agenda as posted; carried.
- C. Motion by Connie Hull, second by Janet West to approve the minutes of the April 18, 2012 meeting as printed; carried.

**II. PUBLIC COMMENTS**

- A. No public comments were submitted.

**III. FISCAL REPORT**

- A. Janet George stated there are two separate small vouchers for LCHS this month. One is for Greenco and the other for Family & Children's Center. Greenco will be paid with the second audit; Ms. George missed the invoice when setting up the voucher schedules prior to leaving for the WHSFMA Conference last week. Family & Children's Center was a manual check for an out-of-home placement that the WiSACWIS-generated payment shorted in February.
- B. Ms. George reported a couple of unusual payments this month: Dept. of Corrections for \$4,550.00. This was a bit of a surprise. When Ms. George received the reconciliation report from the Dept. of Corrections; she found that the 2011 allocation was retroactively cut when the governor's budget took effect last July. LCHS had already received all of its funding by May 2011. While Ms. George knew the allocation had been cut, it was thought that the cuts would be all in CY2012. The other unusual payment is to Trempealeau County Health Care in the amount of \$48,804.88 for two clients placed at this facility. This payment is for three months (October, February and March). The October expense has been properly charged back to 2011.
- C. To date, LCHS has used \$738,962.60 of the 2012 levy for operations. LCHS has used \$47,123.79 of the levy for the Institutional Account. Right now; operations is projecting an overage for 2012, but Ms. George believes the figures will even out and be close to budget

once all the audit entries and reversal entries are completed. Ms. George does not have information on when that will be occurring; she stated Baker Tilly is still doing some audit work.

- D. Ms. George stated Aging appears to have had an average month; there were no unusual payments to report this month.
- E. Ms. George reported Aging has used \$88,453.91 of the \$130,644 levy for 2012. Ms. George stated this figure is misleading. There are four months of expenses, but only partial program funding from GWAAR and none at all from 85.21 (Transportation) funding. In addition, the advance to SUN has been made and that money will not be reimbursed until late December.
- F. Ms. George attended the WHSFMA Conference last week and learned there are probably major changes to reporting and reimbursement for B-3 scheduled. If CMS approves the state's plan as requested, there will be a different process for children eligible for Medicaid and the system will remain much the same as it is currently for those not on Medicaid. Presently, LCCHS's caseload is roughly 65% not Medicaid eligible.

The State is also looking to change the WIMCR process, starting with the CY2013 costs. Plans to form a workgroup, which will include financial managers from County agencies, are underway.

After 15 years on the WHSFMA Planning Committee, of which nine years were on the Board of Directors, Ms. George has stepped down to allow others to work on setting up the annual conference. The experience has been invaluable and has allowed Ms. George to develop a personal relationship with many of the State fiscal personnel. While Ms. George will miss working as closely with them and her peers across the State; she will enjoy not having an ultra-busy time in April and May.

#### IV. APPROVAL OF EXPENDITURES

- A. Motion by Connie Hull, second by Janet West, to approve the LCCHS vouchers as scheduled; carried.
- B. Motion by Leon Wolfe, second by Sherry Crist, to approve the Aging Unit vouchers as scheduled; carried.

#### V. POLICY AND PROCEDURES

- A. Discussion and possible action regarding revisions to Home Studies Policy & Procedure-Mr. Schuhmacher stated the policy needed to be updated. Updates included requiring a court order and updated forms.

Motion by Leon Wolfe, second by Sherry Crist to approve the revised Home Studies Policy & Procedure, carried.

- B. Discussion and possible action regarding Representative Payee Policy & Procedure-Mr. Schuhmacher made minor adjustments to the policy based on Corporation Counsel Steve Elmer's opinion. The committee was provided with an updated copy. Additionally, Mr. Schuhmacher provided an update with bank reconciliation information.

The Board took no action on this matter until LCHS receives Mr. Elmer's letter.

## VI. PERSONNEL

- A. Discussion and possible action regarding Secretary-Receptionist Vacancy-Mr. Schuhmacher reported Susan Elgin has been hired and will begin on May 21, 2012.
- B. Discussion and possible action regarding Social Worker-Resource Coordinator Vacancy-Mr. Schuhmacher reported Kay Bliss has been hired and will begin on May 29, 2012.
- C. Discussion and possible action regarding job descriptions update-Mr. Schuhmacher explained that he was following up with the job descriptions and suggested changes from last month. Mr. Schuhmacher had a meeting that included David Hammer, Janet West, and both the courthouse union and professional union representatives on April 24, 2012. As a result of that meeting, the removal of the associate degree qualification was the only change that will be made to the courthouse union job descriptions during the term of the current courthouse union contract.

## VII. OLD/NEW BUSINESS

- A. Employee Comp and Overtime Report- The total hours for comp time for the period of April 2, 2012 to April 29, 2012 for LCHS was 33.51 hours and the total overtime hours was 12.0 hours.
- B. Program Updates:
  - 1. Agency-wide: Organizational Effectiveness (OE) training is complete and the agency had their first internal meeting on Tuesday May 15, 2012. Mr. Schuhmacher said that he received the OE final plan draft and will provide the final copy to the board for their review.
  - 2. Annual reports will be completed this month and will be prepared for Board approval.
  - 3. Family Services: Mr. Schuhmacher explained that the unit has been busy with Child Abuse and Neglect referrals as a case in Dane County brought concerns about child maltreatment to the forefront. Mr. Schuhmacher briefly relayed the story about the Dane County case of significant child abuse and neglect involving a 15-year old girl. Mr. Schuhmacher will forward an internet link to the Board.
  - 4. Economic support: Mr. Schuhmacher shared that the Wisconsin Home Energy Assistance Program (WHEAP) has ended. The program provides one-time payment during the heating season (October 1 – May 15). Mr. Schuhmacher shared an expense report for WHEAP.

5. As a result of State on-site visit the Birth-To-3 Program and the agency was commended for a job well done.

- C. Commission On Aging Advisory Report-Mr. Schuhmacher shared that May is Older Americans month, and a flyer advertising a local event in Darlington, Wisconsin at the Dora Ritter Wellness Center gymnasium. The "Senior Affair" will be on May 23, 2012 from 1-3 p.m.

## IX. ADJOURN

- A. Mr. Schuhmacher stated public hearings need to be held in June for both Human Services and The Commission On Aging for public participation.

Commission On Aging Public Hearing will be held on **Monday, June 11, 2012 at 5:30 p.m.**

Human Services Public Hearing will be held on **Monday, June 11, 2012 at 5:45 p.m.**

Human Services Board meeting was set for **Monday, June 11, 2012 at 6:15 p.m.** The **Audit Committee will meet at 6:00 p.m.**

- B. Agenda items for the next meeting:


1. Fee Charging for Deferred Prosecutions
2. ADOA Training Expenses
3. LCHS Annual Report

- C. The meeting was adjourned by Chair David Hammer at 7:40 p.m.


LCHS Board Meeting Minutes

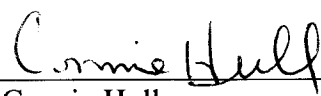
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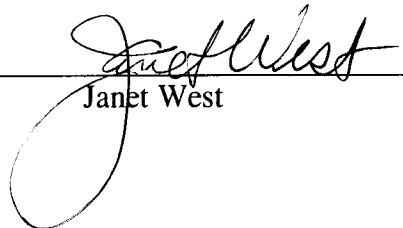
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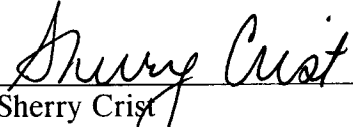
Reviewed by  6.11.12  
Shane Schuhmacher, Director Date

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Brandee Blaine

  
David Hammer

  
Connie Hull

  
Janet West

  
Sherry Crist

  
Gerald Heimann

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Jack Sauer

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Leon Wolfe